

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Information Staff

DATE: X November 1966
(date when signed)

FROM : Chief, Records Administration Branch
Support Services Staff/DDS

SUBJECT: Use of Optional Form No. 10

1. Begin the text four lines below the subject line. Set the left margin flush with the printed words in the heading, as shown in this exhibit. If the memorandum is short (20 lines or less) the margins should be increased to give a well-balanced appearance. Margins on the second and succeeding pages should correspond with those on the first page.

2. This form is used for informal correspondence within and between Federal agencies. Generally, informal communications addressed to officials below the Deputy Director level may be properly prepared on this form. It may also be used for informal communications addressed to a counterpart of equal level in another Federal agency. In certain instances, the writer may express a preference for a particular type of stationery,

3. If a "Through" line is necessary, type the word "THRU" between the "TO:" and "FROM" lines and align the colons. Include the date on an internal memorandum at the time of typing. The proper sequence is illustrated above. Omit the date if the memorandum will not be signed the same day or will be signed in another office.

4. Paragraphs are numbered and single spaced unless there is only one paragraph. Memoranda to the President do not have numbered paragraphs and are always double spaced.

5. The signer's name is typed five lines below the text. The name is typed in all caps two spaces to the right of the center of the page.

NAME OF SIGNER (in caps)

Attachments if any

1. Number if more than one
2. Describe briefly

Distribution

- Orig - Addressee
- 1 - Signer's file
- 1 - xxx(other copies)

DDS/SSS/RAD:Writer:typist/telephone (date)

4. When more than one page is required begin typing nine lines from the top. Use plain bond for the second and succeeding pages. This particular example shows the proper placement of these items when they are used.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L.K.White
Executive Director

- - - - -
To be typed on ly on copies remaining in CIA

ORIGINATED BY:

Director of Action Office

Date

CONCURRENCE:

Deputy Director for Support

Date

Distribution: (Type on all internal copies)

Orig & 1 - Action Office

1 - DDCI

1 - ER w/basic

1 - each concurring official

x - others as required

DAO/OP:Writer:typist (date)